DLA Strategic Materials ESOHMS

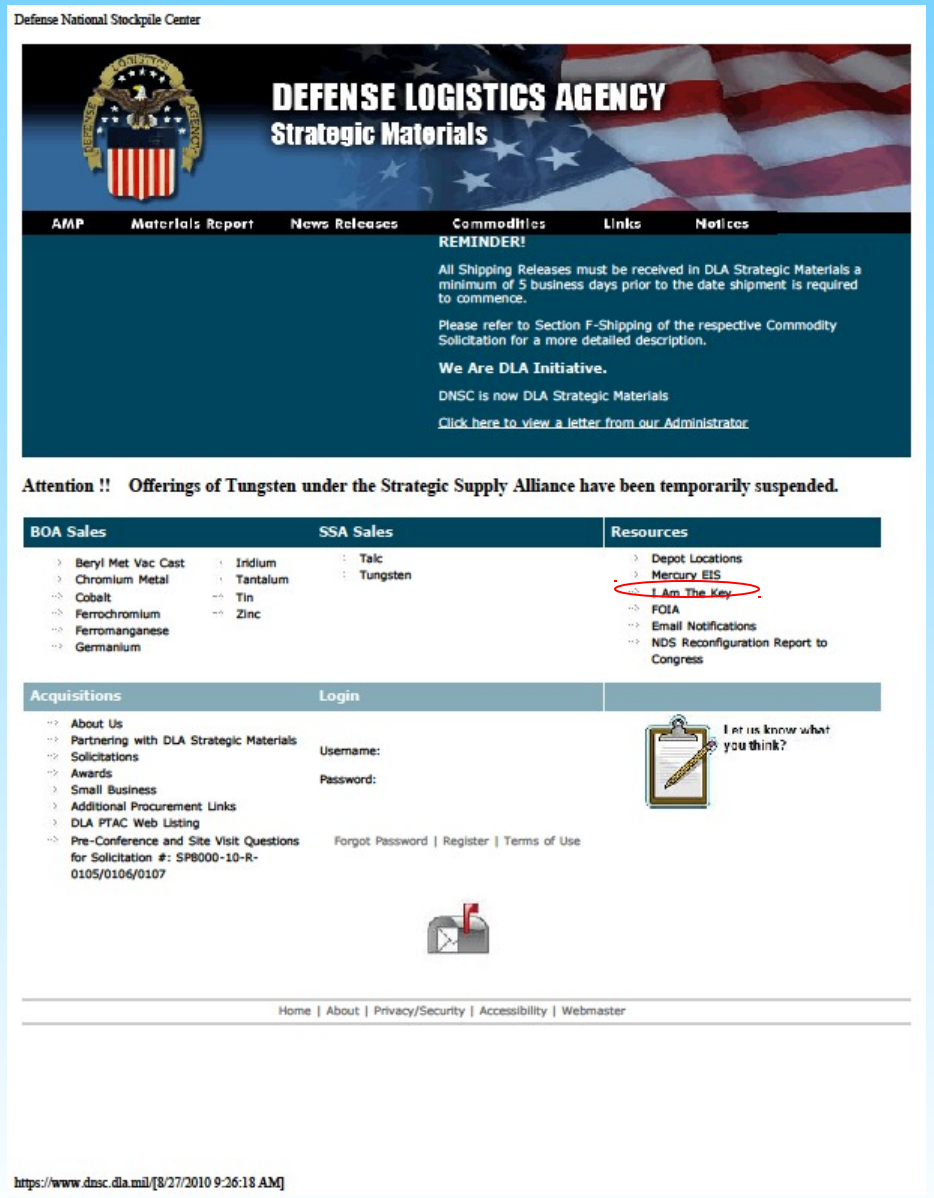
DOCUMENT CONTROL POLICY TRAINING

DEFENSE LOGISTICS AGENCY
DEFENSE NATIONAL STOCKPILE CENTER

Introduction

- The following information is part of your Environmental, Safety and Occupational Health Management System (ESOHMS).
- Remember that ***YOU*** are the key to maintaining a safe and healthy work environment.
- Go to the "***I Am The Key***" link on our Home Page for more information on the ESOHMS and our document control policy.

Click the ***I Am The Key*** link on the Home Page

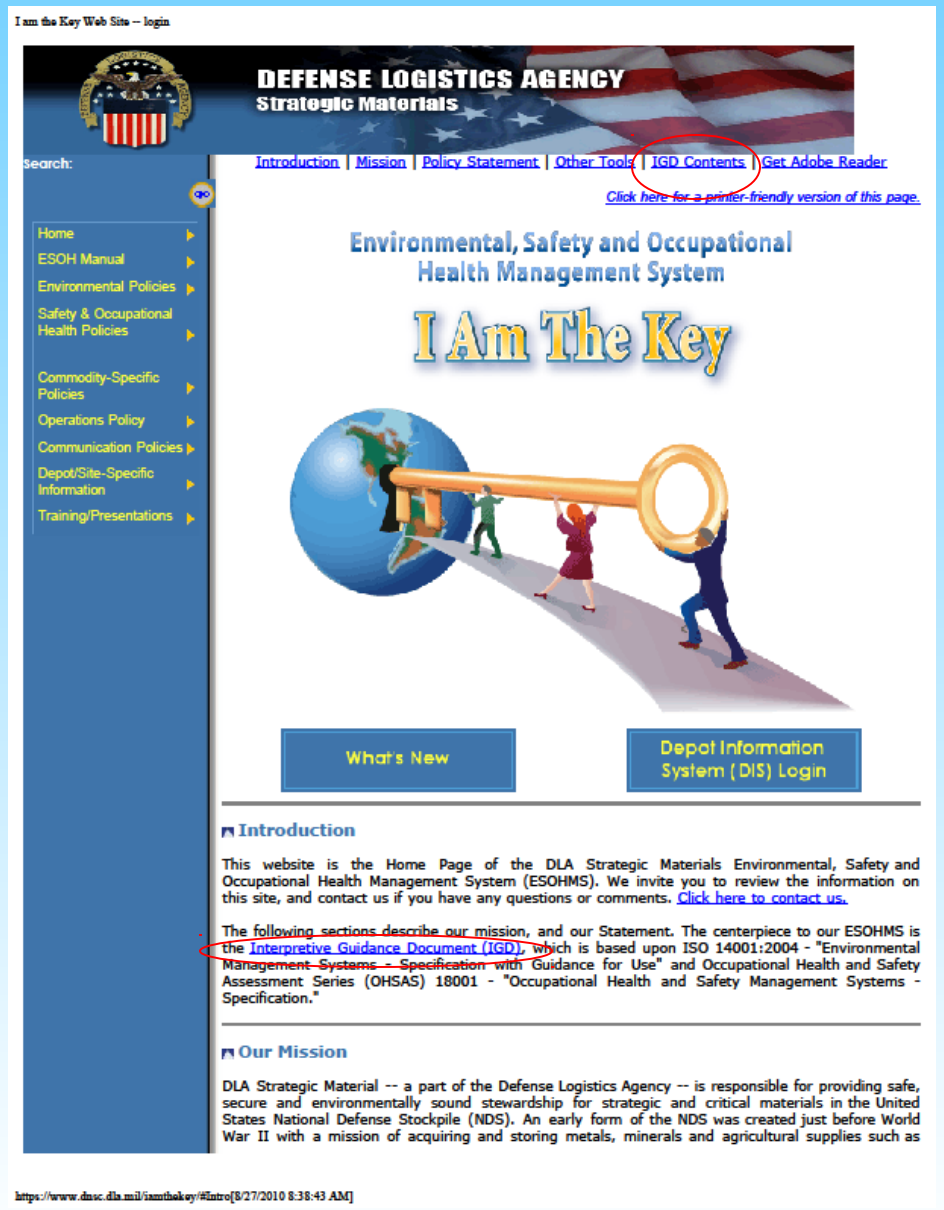


DEFENSE NATIONAL STOCKPILE CENTER

sr

Search:

Click the ***IGD Manual*** link on the ESOHMS Home Page


I am the Key Web Site -- login
DEFENSE LOGISTICS AGENCY
Strategic Materials
Search:
Introduction | Mission | Policy Statement | Other Tools | IGD Contents | Get Adobe Reader
Click here for a printer-friendly version of this page.
Home
ESOH Manual
Environmental Policies
Safety & Occupational Health Policies
Commodity-Specific Policies
Operations Policy
Communication Policies
Depot/Site-Specific Information
Training/Presentations
Environmental, Safety and Occupational Health Management System
I Am The Key
What's New
Depot Information System (DIS) Login
Introduction
This website is the Home Page of the DLA Strategic Materials Environmental, Safety and Occupational Health Management System (ESOHMS). We invite you to review the information on this site, and contact us if you have any questions or comments. Click here to contact us.
The following sections describe our mission, and our Statement. The centerpiece to our ESOHMS is the Interpretive Guidance Document (IGD), which is based upon ISO 14001:2004 - "Environmental Management Systems - Specification with Guidance for Use" and Occupational Health and Safety Assessment Series (OHSAS) 18001 - "Occupational Health and Safety Management Systems - Specification."
Our Mission
DLA Strategic Material -- a part of the Defense Logistics Agency -- is responsible for providing safe, secure and environmentally sound stewardship for strategic and critical materials in the United States National Defense Stockpile (NDS). An early form of the NDS was created just before World War II with a mission of acquiring and storing metals, minerals and agricultural supplies such as
https://www.dnsc.dla.mil/iamthekey/#Intro[8/27/2010 8:38:43 AM]

DEFENSE LOGISTICS AGENCY
DEFENSE NATIONAL STOCKPILE CENTER

Click the link for ***IGD 1010: Control of Documents***

I am the Key

DEFENSE LOGISTICS AGENCY
Strategic Materials

Search:

- ESOHMS Site Home
- IGD Home
- IGD Signature Page
- 1000-General Requirements
- 1001-ESOH Policy
- 1002-Environmental Aspects
- 1003-Legal and Other Requirements
- 1004-Objectives, Targets and Programs
- 1005-ESOH Management Program
- 1006-Resources, Roles, Responsibility and Authority
- 1007-Competence, Training and Awareness
- 1008-Communication
- 1009-Documentation
- 1010-Control of Documents
- 1011-Operational Control
- 1012-Emergency Preparedness and Response
- 1013-Monitoring and Measurement
- 1014-Evaluation of Compliance
- 1015-Nonconformity, Corrective Action and Preventive Action
- 1016-Control of Records
- 1017-Interal Audit
- 1018-Management Review

Interpretive Guidance Document

IGD 1000- General Requirements
IGD 1001- Environmental, Safety and Occupational Health Policy
IGD 1002- Environmental Aspects
IGD 1003- Legal and Other Requirements
IGD 1004- Objectives, Targets and Programs
IGD 1005- Environmental, Safety and Occupational Health Management Program
IGD 1006- Resources, Roles Responsibility and Authority
IGD 1007- Competence, Training and Awareness
IGD 1008- Communication
IGD 1009- Documentation
IGD 1010- Control of Documents
IGD 1011- Operational Control
IGD 1012- Emergency Preparedness and Response
IGD 1013- Monitoring and Measurement
IGD 1014- Evaluation of Compliance
IGD 1015- Nonconformity, Corrective Action and Preventive Action
IGD 1016- Control of Records
IGD 1017- Internal Audit
IGD 1018- Management Review

Each interpretive guidance document (IGD) is a stand alone document which enables us to:

- Embrace and conform to our Environmental, Safety and Occupational Health Policy Statement.
- Identify the environmental aspects arising from the organization's past, existing or planned activities, commodities or services, to determine the environmental, safety and occupational health impacts of significance.
- Identify the relevant legislative and regulatory requirements.
- Identify priorities and set appropriate environmental, safety and occupational health objectives and targets.
- Establish a structure and program(s) to implement the policy and achieve objectives and targets.
- Facilitate planning, control, monitoring, corrective action, auditing and review of activities to ensure conformance with Environmental, Safety and Occupational Health Policy and ESOHMS.
- Incorporate changes in the Facility's Environmental, Safety and Occupational Health Management System (ESOHMS) as appropriate.
- Demonstrate continual improvement to the ESOHMS

This Manual is considered as a living document and will be revised accordingly as the Depot and/or DNSC's operations and processes change.

Return to Top | Site Home | Contact Us | IGD Manual | Storage Manual | Traning Manual
Section 508 Text Menu

Last Updated Aug 13, 2010

Please contact Randy Nida, at RandallLnida@dla.mil, with questions regarding the technical content of the "I Am The Key" Web site

| accessibility | privacy

https://www.dnsc.dla.mil/iamthekey/IGD_Home.htm[8/27/2010 8:51:37 AM]

DEFENSE LOGISTICS AGENCY
DEFENSE NATIONAL STOCKPILE CENTER

Find the policy link at the bottom of ***IGD 1010***

IGD 1010: CONTROL OF DOCUMENTS

Return to Top

2.2 Requirements

The documents identified above are controlled by document control methods of the identified process owners to ensure that the documents:

a) Are Approved prior to use.

b) Can be readily located.

c) Are periodically reviewed, revised, and approved or deleted as necessary by authorized personnel and are communicated by process owners to all applicable employees.

d) Are available at applicable locations.

e) Are removed from all points of issue and use when obsolete, and otherwise assured against unintended use.

Any obsolete documents retained for legal and/or knowledge preservation purposes are clearly identified as: ***"This Document May be Obsolete. Retained for Historical Use Only"***

f) Are legible, dated (with revision dates, if applicable), readily identifiable.

g) Are appropriately maintained by either headquarters or appropriate field locations of the operating installations.

h) All original documents that are received or issued by headquarters or a depot must be retained on file for future review and/or audit purposes. Copies may be made and distributed; however, the original document must remain on file.

Return to Top

3.0 EXAMPLES OF ESOHMS SUPPORTING DOCUMENTATION REFERENCES

The references listed below are not intended to be all-inclusive but rather to provide examples of typical documentation, illustrative of the ESOHMS and are not necessarily controlled by this ESOHMS Manual.

3.1 Document Control Policy

3.2 Operations and Logistics Storage Manual

3.3 Document Review/Revision Matrix

Return to Top

Last Updated Aug 09, 2010

Please contact Randy Nida, at Randall.nida@dla.mil, with questions regarding the technical content of the "I Am The Key" Web site

https://www.dnsc.dla.mil/iamthekey/igd1010.htm[8/27/2010 9:36:02 AM]

DEFENSE LOGISTICS AGENCY
DEFENSE NATIONAL STOCKPILE CENTER

Purpose of this Training

1. To make you aware of our Document Control Policy.
2. Define terms to help you understand what a document is and why it needs to be controlled.
3. Help you understand the role that document control plays in your ESOHMS.

What is a Document?

The ESOHMS defines a "**document**" as:

Any written information that defines procedures for environmental or safety compliance with regulations, and/or conformance with the ESOHMS

What Is A “Controlled” Document?

In the ESOHMS, **controlled documents** are:

- Approved prior to being issued.
- Reviewed and updated periodically.
- Typically are statements of policy, or help to describe or document the ESOHMS.

Examples of Controlled Documents

- Environmental, Safety & Occupational Health (ESOH) Policy Statement
- Respiratory Protection Program
- Storm Water Pollution Prevention Plans
- Occupational Safety & Health Regulations for Mercury

Why Is This Important?

- **Controlled documents contain critical information** about your work procedures, administrative policies, health and safety policies, and other information you need to know about your ESOHMS.
- **This information may change over time, and you need to know where to find the current version of these documents.**

Our Controlled Documents

- Are all available on the ***I Am The Key*** website
- A list of controlled documents is available at IGD 1010-3.3.
- This list is also called the "Document Review and Revision Matrix", as found in the blue navigation bar on the Home Page *(see next slide).*

DEFENSE LOGISTICS AGENCY
DEFENSE NATIONAL STOCKPILE CENTER

I am the Key Web Site -- login

DEFENSE LOGISTICS AGENCY
Strategic Materials

Introduction | Mission | Policy Statement | Other Tools | IGD Contents | Get Adobe Reader

Click here for a printer-friendly version of this page.

Search:

- Home
- ESOH Manual
- Environmental Policies
- Safety & Occupational Health Policies
- Commodity-Specific Policies
- Operations Policy
- Communication Policies
- Depot/Site-Specific Information
- Training/Presentations

ESOH Manual Home Page
Document Review/Revision Matrix

Environmental, Safety and Occupational Health Management System

I Am The Key

What's New

Depot Information System (DIS) Login

Introduction

This website is the Home Page of the DLA Strategic Materials Environmental, Safety and Occupational Health Management System (ESOHMS). We invite you to review the information on this site, and contact us if you have any questions or comments. Click here to contact us.

The following sections describe our mission, and our Statement. The centerpiece to our ESOHMS is the Interpretive Guidance Document (IGD), which is based upon ISO 14001:2004 - "Environmental Management Systems - Specification with Guidance for Use" and Occupational Health and Safety Assessment Series (OHSAS) 18001 - "Occupational Health and Safety Management Systems - Specification."

Our Mission

DLA Strategic Material -- a part of the Defense Logistics Agency -- is responsible for providing safe, secure and environmentally sound stewardship for strategic and critical materials in the United States National Defense Stockpile (NDS). An early form of the NDS was created just before World War II with a mission of acquiring and storing metals, minerals and agricultural supplies such as

https://www.dnsc.dla.mil/iamthekey/[8/27/2010 9:00:58 AM]

DEFENSE LOGISTICS AGENCY
DEFENSE NATIONAL STOCKPILE CENTER

Microsoft Excel - IGD-1010-3-3 (June2005).xls

Next | Previous | Zoom | Print... | Setup... | Margins | Normal View | Close | Help

INTERPRETIVE GUIDANCE DOCUMENT (IGD)

Environmental, Safety and Occupational Health Management System

Defense National Stockpile Center

Version: June 2005

Document Review/Revision Matrix

Item No.	Title	IGD No.	Review/ Revision Due Date
1	DNSC's Environmental, Safety & Occupational Health (ESOH) Policy Statement	1001-3.1; 1004-2.1; 1004-2.3	Sep-05
2	Interpretive Guidance Document	1001-3.2;1009-3.1	Sep-05
3	Table 1, Significant Environmental Aspects and Safety, Occupational	1002-3.1	Sep-05
4	Table 2, Safety and Occupational Health Risks Evaluation	1002-3.2	Sep-05
5	Table 3, Pertinent Federal Laws that Impact DNSC Activities	1003-3.1	Sep-05
6	Table 4, State Environmental Regulations and Legislations	1003-3.2	Sep-05
7	Environmental Program Functional Elements Assignments	1003-3.3	Sep-05
8	Environmental Issues Matrix	1003-3.4; 1006-3.2	Sep-05
9	Operational Control Matrix	1003-3.5	Sep-05
10	Table 5a, Environmental, Safety and Occupational Health Objectives and Targets, Keyed to Significant Environmental Aspects and ESOH Policy	1004-3.5; 1005-3.1	Sep-05
11	DNSC Ergonomic Plan	1005-3.2	Dec-05
12	DNSC Radiation Protection Program	1005-3.4	Dec-05
13	DNSC Respiratory Protection Program	1005-3.5	Dec-05
14	Standard Operating Procedure for Commodity Closeouts	1005-3.6	Dec-05
15	DNSC Asbestos Management Plan	1005-3.7	Dec-05
16	DNSC Occupational Safety & Health Regulations for Hearing	1005-3.8	Dec-05
17	DNSC Occupational Safety & Health Regulations for Iodine	1005-3.9	Dec-05
18	DNSC Occupational Safety & Health Regulations for Lead	1005-3.10	Dec-05
19	DNSC Occupational Safety & Health Regulations for Mercury	1005-3.11	Dec-05
20	DNSC Occupational Safety & Health Regulations for PCBs	1005-3.12	Dec-05
21	DNSC Safety Shoe Policy	1005-3.13	Dec-05
22	DNSC Confined Spaces Policy	1005-3.14	Dec-05
23	DNSC Occupational Safety and Health Regulations for Tannin	1005-3.15	Dec-05
24	DNSC Environmental Safety and Occupational Health Plan for 2005	1004-3.2	Dec-05
26	Table 6, Structure and Responsibilities Matrix	1006-3.1; 1007-3.2	Dec-05
28	DNSC's ESOH Document Control Procedure	1010-3.1	Sep-05
29	Document Review/Revision Matrix	1010-3.3	Sep-05
30	DNSC Spill Prevention Control and Countermeasures Plan	1011-3.1	Sep-05
31	DNSC Pollution Prevention Plan	1011-3.2	Sep-05
32	Depot Pollution Prevention and Recycling Procedure	1011-3.3	Sep-05
	Storm Water Pollution Prevention Plans a) Baton Rouge; b) Binghamton;	1011-3.4	May-05

Preview: Page 1 of 1

Start | D... | F... | P... | D... | d... | D... | h... | is... | A... | h... | M.. | 10:05

Controlled Documents on *I Am The Key:*

- Will be the current version.
- Will have a version date at the top right of the page.
- Will have the following disclaimer at the bottom of the page, to warn users of paper copies that the paper copy may not be current:

CAUTION

Hard copies of this document may not be the current version. Refer to the "I Am The Key" to verify the current version.

Controlled Documents and More….

Are available in the blue “navigation bar” on the left side of the ***I Am The Key*** website:

- Environmental Policies
- Safety and Occupational Health Policies
- Commodity-Specific Policies
- Operations Policies
- Communications Policies
- Depot-Specific Information

Environmental Policies

I am the Key Web Site -- login
DEFENSE LOGISTICS AGENCY
Strategic Materials
Search:
Introduction | Mission | Policy Statement | Other Tools | IGD Contents | Get Adobe Reader
Click here for a printer-friendly version of this page.
Home
ESOH Manual
Environmental Policies
Safety & Occupational Health Policies
Commodity-Specific Policies
Operations Policy
Communication Policies
Depot/Site-Specific Information
Training/Presentations
2010 ESOH Plan
DNSC SPCC Plan
DNSC Pollution Prevention Plan
ESOH Audit Protocol
Depot Pollution Prevention and Recycling Procedure
Pest Management Plan
Environmental, Safety and Occupational Health Management System
I Am The Key
What's New
Depot Information System (DIS) Login
Introduction
This website is the Home Page of the DLA Strategic Materials Environmental, Safety and Occupational Health Management System (ESOHMS). We invite you to review the information on this site, and contact us if you have any questions or comments. Click here to contact us.
The following sections describe our mission, and our Statement. The centerpiece to our ESOHMS is the Interpretive Guidance Document (IGD), which is based upon ISO 14001:2004 - "Environmental Management Systems - Specification with Guidance for Use" and Occupational Health and Safety Assessment Series (OHSAS) 18001 - "Occupational Health and Safety Management Systems - Specification."
Our Mission
DLA Strategic Material -- a part of the Defense Logistics Agency -- is responsible for providing safe, secure and environmentally sound stewardship for strategic and critical materials in the United States National Defense Stockpile (NDS). An early form of the NDS was created just before World War II with a mission of acquiring and storing metals, minerals and agricultural supplies such as
https://www.dnsc.dla.mil/iamthekey/[8/27/2010 9:58:47 AM]

DEFENSE LOGISTICS AGENCY
DEFENSE NATIONAL STOCKPILE CENTER

Safety and Occupational Health Policies

I am the Key Web Site -- login
DEFENSE LOGISTICS AGENCY
Strategic Materials
Search:
Introduction | Mission | Policy Statement | Other Tools | IGD Contents | Get Adobe Reader
Click here for a printer-friendly version of this page.
Home
ESOH Manual
Environmental Policies
Safety & Occupational Health Policies
Commodity-Specific Policies
Operations Policy
Communication Policies
Depot/Site-Specific Information
Training/Presentations
Safety Footware Policy
Confined Space
2010 ESOH Plan
PCBs
Hearing
Asbestos
Mercury
Respiratory
Radiation
Ergonomics
ESOH Audit Protocol
Work-Related Injuries
Safety & Health Checklist
Safety Monitors Delegation
Environmental, Safety and Occupational Health Management System
I Am The Key
What's New
Depot Information System (DIS) Login
Introduction
This website is the Home Page of the DLA Strategic Materials Environmental, Safety and Occupational Health Management System (ESOHMS). We invite you to review the information on this site, and contact us if you have any questions or comments. Click here to contact us.
The following sections describe our mission, and our Statement. The centerpiece to our ESOHMS is the Interpretive Guidance Document (IGD), which is based upon ISO 14001:2004 - "Environmental Management Systems - Specification with Guidance for Use" and Occupational Health and Safety Assessment Series (OHSAS) 18001 - "Occupational Health and Safety Management Systems - Specification."
Our Mission
DLA Strategic Material -- a part of the Defense Logistics Agency -- is responsible for providing safe, secure and environmentally sound stewardship for strategic and critical materials in the United States National Defense Stockpile (NDS). An early form of the NDS was created just before World War II with a mission of acquiring and storing metals, minerals and agricultural supplies such as
https://www.dnsc.dla.mil/iamthekey/[8/27/2010 10:27:27 AM]

DEFENSE LOGISTICS AGENCY
DEFENSE NATIONAL STOCKPILE CENTER

Commodity-Specific Policies

I am the Key Web Site -- login
DEFENSE LOGISTICS AGENCY
Strategic Materials
Search:
Introduction | Mission | Policy Statement | Other Tools | IGD Contents | Get Adobe Reader
Click here for a printer-friendly version of this page.
Home
ESOH Manual
Environmental Policies
Safety & Occupational Health Policies
Commodity-Specific Policies
Operations Policy
Communication Policies
Depot/Site-Specific Information
Training/Presentations
Tannin
Mercury
Lead
Lead Relocation & Lead and Zinc Sales
Iodine
Environmental, Safety and Occupational Health Management System
I Am The Key
What's New
Depot Information System (DIS) Login
Introduction
This website is the Home Page of the DLA Strategic Materials Environmental, Safety and Occupational Health Management System (ESOHMS). We invite you to review the information on this site, and contact us if you have any questions or comments. Click here to contact us.
The following sections describe our mission, and our Statement. The centerpiece to our ESOHMS is the Interpretive Guidance Document (IGD), which is based upon ISO 14001:2004 - "Environmental Management Systems - Specification with Guidance for Use" and Occupational Health and Safety Assessment Series (OHSAS) 18001 - "Occupational Health and Safety Management Systems - Specification."
Our Mission
DLA Strategic Material -- a part of the Defense Logistics Agency -- is responsible for providing safe, secure and environmentally sound stewardship for strategic and critical materials in the United States National Defense Stockpile (NDS). An early form of the NDS was created just before World War II with a mission of acquiring and storing metals, minerals and agricultural supplies such as
https://www.dnsc.dla.mil/iamthekey/[8/27/2010 10:23:05 AM]

DEFENSE LOGISTICS AGENCY
DEFENSE NATIONAL STOCKPILE CENTER

Operations Policies

I am the Key Web Site -- login

DEFENSE LOGISTICS AGENCY
Strategic Materials

Search:

Introduction | Mission | Policy Statement | Other Tools | IGD Contents | Get Adobe Reader

Click here for a printer-friendly version of this page.

- Home
- ESOH Manual
- Environmental Policies
- Safety & Occupational Health Policies
- Commodity-Specific Policies
- Operations Policy
  - Storage Manual
  - Flatbed Trucks
- Communication Policies
- Depot/Site-Specific Information
- Training/Presentations

Environmental, Safety and Occupational Health Management System

I Am The Key

What's New

Depot Information System (DIS) Login

Introduction

This website is the Home Page of the DLA Strategic Materials Environmental, Safety and Occupational Health Management System (ESOHMS). We invite you to review the information on this site, and contact us if you have any questions or comments. Click here to contact us.

The following sections describe our mission, and our Statement. The centerpiece to our ESOHMS is the Interpretive Guidance Document (IGD), which is based upon ISO 14001:2004 - "Environmental Management Systems - Specification with Guidance for Use" and Occupational Health and Safety Assessment Series (OHSAS) 18001 - "Occupational Health and Safety Management Systems - Specification."

Our Mission

DLA Strategic Material -- a part of the Defense Logistics Agency -- is responsible for providing safe, secure and environmentally sound stewardship for strategic and critical materials in the United States National Defense Stockpile (NDS). An early form of the NDS was created just before World War II with a mission of acquiring and storing metals, minerals and agricultural supplies such as

https://www.dnsc.dla.mil/iamthekey/[8/27/2010 10:31:02 AM]

DEFENSE LOGISTICS AGENCY
DEFENSE NATIONAL STOCKPILE CENTER

Communications Policies

I am the Key Web Site -- login
DEFENSE LOGISTICS AGENCY
Strategic Materials
Search:
Introduction | Mission | Policy Statement | Other Tools | IGD Contents | Get Adobe Reader
Click here for a printer-friendly version of this page.
Home
ESOH Manual
Environmental Policies
Safety & Occupational Health Policies
Commodity-Specific Policies
Operations Policy
Communication Policies
Depot/Site-Specific Information
Training/Presentations
News Media, Elected Official and Community Contact Policy
News Media and Community Contact Log
Document Control Procedure
Environmental, Safety and Occupational Health Management System
I Am The Key
What's New
Depot Information System (DIS) Login
Introduction
This website is the Home Page of the DLA Strategic Materials Environmental, Safety and Occupational Health Management System (ESOHMS). We invite you to review the information on this site, and contact us if you have any questions or comments. Click here to contact us.
The following sections describe our mission, and our Statement. The centerpiece to our ESOHMS is the Interpretive Guidance Document (IGD), which is based upon ISO 14001:2004 - "Environmental Management Systems - Specification with Guidance for Use" and Occupational Health and Safety Assessment Series (OHSAS) 18001 - "Occupational Health and Safety Management Systems - Specification."
Our Mission
DLA Strategic Material -- a part of the Defense Logistics Agency -- is responsible for providing safe, secure and environmentally sound stewardship for strategic and critical materials in the United States National Defense Stockpile (NDS). An early form of the NDS was created just before World War II with a mission of acquiring and storing metals, minerals and agricultural supplies such as
https://www.dnsc.dla.mil/iamthekey/[8/27/2010 10:33:29 AM]

DEFENSE LOGISTICS AGENCY
DEFENSE NATIONAL STOCKPILE CENTER

Depot-Specific Information

I am the Key Web Site -- login
DEFENSE LOGISTICS AGENCY
Strategic Materials
Search:
Introduction | Mission | Policy Statement | Other Tools | IGD Contents | Get Adobe Reader
Click here for a printer-friendly version of this page.
Home
ESOH Manual
Environmental Policies
Safety & Occupational Health Policies
Commodity-Specific Policies
Operations Policy
Communication Policies
Depot/Site-Specific Information
Training/Presentations
Community Relation Plans
SWPPPs
Preliminary Assessments
Site Investigations
Remedial Investigations
Feasibility Studies
Groundwater Investigations
Remediation Reports
Depot Orientation Guides
Hammond
New Haven
Point Pleasant
Scotia
Somerville
Warren
Environmental, Safety and Occupational Health Management System
I Am The Key
What's New
Depot Information System (DIS) Login
Introduction
This website is the Home Page of the DLA Strategic Materials Environmental, Safety and Occupational Health Management System (ESOHMS). We invite you to review the information on this site, and contact us if you have any questions or comments. Click here to contact us.
The following sections describe our mission, and our Statement. The centerpiece to our ESOHMS is the Interpretive Guidance Document (IGD), which is based upon ISO 14001:2004 - "Environmental Management Systems - Specification with Guidance for Use" and Occupational Health and Safety Assessment Series (OHSAS) 18001 - "Occupational Health and Safety Management Systems - Specification."
Our Mission
DLA Strategic Material -- a part of the Defense Logistics Agency -- is responsible for providing safe, secure and environmentally sound stewardship for strategic and critical materials in the United States National Defense Stockpile (NDS). An early form of the NDS was created just before World War II with a mission of acquiring and storing metals, minerals and agricultural supplies such as
https://www.dnsc.dla.mil/iamthekey/[8/27/2010 10:36:01 AM]

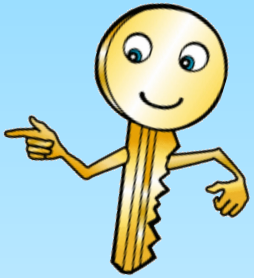
DEFENSE LOGISTICS AGENCY
DEFENSE NATIONAL STOCKPILE CENTER

Other Types of Documents - *Records*

- Records are documents stating results achieved, or evidence of activities performed.
- Records do not need to be controlled and may include plans and procedures that are retained for historical purposes.
- These documents will be included within file cabinets or within shelves that are labeled: *"These files contain certain documents that are found in the ESOHMS IGD and may not be the current version. Refer to our ESOHMS web page (www.iamthekey.com) for current versions of these documents."*
- They may also be stamped "Obsolete- retained for historical purposes."

A Note of Thanks:

- Thank you for your time and attention.
- Remember also that each of us is ***the key*** to successful implementation of environmental, safety and occupational health policies and our ESOHMS.
- Visit the I Am The Key web site at: https://www.dnsc.dla.mil/iamthekey/



DEFENSE LOGISTICS AGENCY
DEFENSE NATIONAL STOCKPILE CENTER

We Welcome Your Questions and Comments!

- Please forward any comments or questions on this presentation to your supervisor.
- Your supervisor will obtain answers to your questions for you, and we will incorporate that information into future presentations, as part of the ESOHMS continual improvement goal.